AMERICAN UNIVERSITY OF BEIRUT
SULIMAN S. OLAYAN SCHOOL OF BUSINESS

THE CASE HUB

Job Position: Research Assistant
Location: The Case Hub, Suliman S. Olayan School of Business, AUB
Type: Full-Time

About The Case Hub

The Case Hub at the Suliman S. Olayan School of Business brings together academic and practical knowledge about the case method. It enables action-oriented learning in all areas of management education and the promotion of the case method teaching approach in the MENA region. Through its annual regional case conference, its annual case writing competition, and its workshops, it allows for case-writing capacity building and creates a community of case writers. The Case Hub links academia to the business world, enabling the development of case studies about innovative startups and established businesses in the region.

Position Overview

The Case Hub seeks a motivated Research Assistant to support its case development and review activities. The ideal candidate has strong analytical and writing skills, and a background in business or a related field. The candidate will work on researching, writing, and reviewing teaching cases. They will also support case writers through the publication process to ensure they meet The Case Hub's academic and pedagogical standards.

Key Responsibilities

- Conduct research on companies, industries, and business challenges in the MENA region to support new case studies.
- Review submitted cases for clarity, structure, analytical depth, and teaching value.
- Fact-check and verify data, sources, and citations in case studies.
- Provide constructive feedback and support case writers during the preliminary review process.
- Manage cases through the publication process, including tracking submissions, revisions, and approvals.
- Conduct market research and benchmarking on case-writing practices, case repositories, and case-method pedagogy.
- Assist in the development of training materials, presentations, and learning resources in collaboration with subject matter experts.
- Proofread and edit content, ensuring consistency in writing style and tone across all materials.
- Collaborate with the team to brainstorm and develop innovative ideas for growth and improvement.

The Case Hub
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Required Qualifications

- Bachelor's degree in Sociology, English, Literature, Business, or any other related field (master's degree is a plus).
- Minimum of 1–2 years' experience in research, writing, editing, or academic support.
- Strong research, analytical, and critical thinking skills
- Strong writing and editing skills in English; Arabic is a plus.
- Professional, with high attention to detail.
- Ability to manage multiple projects, meet deadlines, and follow up on tasks till completion.
- Eagerness to learn, adapt, and take on new challenges in a fast-paced environment.
- Proficiency in Word, Excel, and PowerPoint; familiarity with reference management tools is a plus.
- Familiarity with the case method or experience writing or reviewing case studies is a plus.

Application Process

Interested candidates are invited to submit to thecasehub@aub.edu.lb:

- A cover letter highlighting their interest and qualifications
- A one-page resume
- Two writing samples: an analytical report and/or research paper

Please include "Research Assistant Application – The Case Hub" in the subject line.

Apply by November 24, 2026